



## TEXAS BOARD OF PROFESSIONAL LAND SURVEYING

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Austin TX 78753  
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Office Use Only
Firm #
Entity #
Receipt #

### BRANCH REGISTRATION FORM

(Only Firms that have already registered their Headquarters should use this form.)

State law requires that a person engaging in the Practice of Surveying in this State under any business title other than the real name of one or more persons authorized to engage in public or state land surveying, whether individually or as an association, partnership, or corporation, shall file with the Texas Board of Professional Land Surveying, in the manner prescribed by the Board, a certificate stating the full name and place of residence of each person engaging in the practice and the place, including the street address, city and zip code, where the practice or business is principally conducted. Any changes to the business are to be reported to the board including closure. Complete all sections of the following form, marking N/A when appropriate. Mail the form to the Board office at the address noted above with a \$32.11 fee for each location (branch office) offering land surveying services. The fee must be in the form of a check or money order (no cash) made payable to the Texas Board of Professional Land Surveying. Information regarding the registration form is attached.

1. Name of Headquarters already registered: \_\_\_\_\_  
Headquarters Firm Number: \_\_\_\_\_
2. **Branch's Legal Name:** \_\_\_\_\_  
DBA (if applicable): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
Address City County State Zip  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

2. Name(s) of Managing Owner(s), Partner(s), Officer(s) or Director(s) of firm:  
\_\_\_\_\_
3. Is the branch a minority owned and/or a historically underutilized business (HUB)? \_\_\_\_Yes \_\_\_\_No

Name(s) of full time Registered Professional Land Surveyors employed at this location:

<u>Full Name of Surveyor</u>	<u>RPLS #</u>	<u>Residence Address</u>	<u>Telephone Number</u>
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I hereby certify under penalty of perjury that the information contained herein is true and correct to the best of my knowledge, information and belief.

Name of Remitter \_\_\_\_\_ Signature of Remitter \_\_\_\_\_

Position with Firm \_\_\_\_\_ Amount Enclosed \$ \_\_\_\_\_ Date \_\_\_\_\_

Please attach additional information regarding branch offices, directors and surveyors as needed.

**Firm branch is required to renew its registration and pay the designated fee prior to January 1 of each year to offer land surveying services in the next year. If a firm branch does not renew its registration and pay the designated fee prior to January-1-of each year, the firm's branch registration will be deemed expired. Any surveying services offered without a valid renewed registration is in violation of the Professional Land Surveying Practices Act and subject to sanctions and penalty fees provided for under the Act or as promulgated by the Board**

## **PROFESSIONAL LAND SURVEYING PRACTICES ACT**

### **Section 1071.352. SURVEYING BY BUSINESS ENTITY**

- (a) An association, partnership, or corporation may not offer professional surveying services unless the entity is registered with the board and a registered professional land surveyor is employed full-time where the services are offered.
- (a-1) The board shall adopt rules prescribing the requirements for the registration of an entity described by Subsection (a).
- (a-2) The board may refuse to issue or renew and may suspend or revoke the registration of a business entity and may impose an administrative penalty against the owner of a business entity for a violation of this chapter by an employee, agent, or other representative of the entity, including a registered professional land surveyor employed by the entity.
- (b) A registered professional land surveyor or licensed state land surveyor may organize or engage in any form of individual or group practice of surveying allowed by state statute. The individual or group practice must properly identify the registered professional land surveyor or licensed state land surveyor who is responsible for the practice.

### **SECTION 1071.353 Practice Under Assumed Name**

A person engaging in the practice of surveying in this state under any business title other than the real name of one or more persons authorized to engage in public or state land surveying, whether individually or as an association, partnership, or corporation, shall file with the board, in the manner prescribed by the board, a certificate stating the full name and place of residence of each person engaging in the practice and the place, including the street address, city, and zip code, where the practice or business is principally conducted.

## **Board Rules**

### **§661.55. Surveying Firms Registration.**

- (a) An association, partnership, corporation or other business entity (firm) may register to offer surveying services by having a firm principal file an application with the Board. The application form will identify:
- (a-1) the business and legal names and addresses of the firm;
- (a-2) the name of the owner, partial owner or managing partner who is the responsible party at each location from which the surveying services are offered and;
- (a-3) the names and license numbers of all persons registered or licensed under this Act employed by the firm at each location from which surveying services are offered.
- (b) A person registered or licensed under the Act shall ensure that any firm employing them complies with all applicable board rules including the filing requirements set forth in subsection (a) of this section.
- (c) A person registered or licensed under the Act and employed by a firm shall notify the Board in written form within five (5) business days prior to leaving employment or no later than five (5) business days after leaving employment. The firm must notify the board in written form within five (5) business days of any change of employment of a registered professional land surveyor (RPLS). If unemployment of the RPLS is due to a hardship, death, accident or serious illness, the firm may continue to offer surveying services during a transition period of not more than 3 months provided the circumstance is approved by the Executive Director with consent of the board executive committee. Consent shall be based on the involvement and oversight of a licensed RPLS in the provision of surveying services.
- (d) The board may refuse to issue or renew and may suspend or revoke the registration of any firm and may impose an administrative penalty against the owner of a firm for a violation of this chapter by an employee, agent, or other representative of the firm, including a registered professional land surveyor employed by the entity at the time of the violation. **A FIRM REGISTRATION IS NOT TRANSFERABLE WITHOUT MEETING THE REQUIREMENTS IN SUBSECTION (a) OF THIS SECTION.**
- (e) Any firm furnishing contract land surveying crews to persons or firms other than those registered under this Act must have a registered professional land surveyor as a full-time employee in that firm as reflected in its registration form filed with the board.
- (f) A nonrefundable fee, as established by the Board, will be submitted with the registration form.
- (g) No firm employee other than the RPLS shall affix an RPLS seal and/or the RPLS signature to any Survey document.
- (h) A full-time employee is an individual employed by a company in an on-going position with a minimum of 35 scheduled work hours per week, 52 weeks per year.
- (i) The Board may refer to the Texas Attorney General for appropriate action any person registered or licensed under the Act or any association, partnership, or corporation offering surveying services that fails to comply with this section.

**§661.56. Surveying Firms Renewal and Expiration**

- (a) The certificate of registration shall be valid until December 31 of the year registered. At least one month in advance of the date of the expiration, the Board shall notify each firm holding a certificate of registration of the date of the expiration and the amount of the fee that shall be required for its renewal for one year. The renewal notice shall be mailed to the last address provided by the firm to the Board. The certificate of registration may be renewed by completing the renewal application and paying the annual registration renewal fee set by the Board. It is the sole responsibility of the firm to pay the required renewal fee prior to the expiration date, regardless of whether the renewal notice is received.
- (b) A certificate of registration which has been expired for less than one year may be renewed by completing the renewal statement sent by the Board and payment of two (2) times the normal renewal fee. When renewing an expired certificate of registration, the authorized official of the firm shall submit a written statement of whether surveying services were offered, pending, or performed for the public in Texas during the time the certificate of registration was expired.
- (c) If a certificate of registration has been expired for more than one year, the firm must re-apply for certification under the laws and rules in effect at the time of the new application and shall be issued a new certificate of registration firm number if the new application is approved.
- (d) The renewal fee will not be refundable.

**§661.57. Surveying Firms Compliance**

- (a) Any firm or other business entity shall not offer or perform surveying services to the public unless registered with the board pursuant to the requirements of §661.55 of this title (relating to Survey Firm Registration).
- (b) A firm shall provide that at least one full-time active license holder is employed with the entity and that the active license holder performs or directly supervises all surveying work and activities that require a license that is performed in the primary or branch office(s).
- (c) An active license holder who is a sole practitioner shall satisfy the requirement of the regular, full-time employee.
- (d) No surveying services are to be offered to or performed for the public in Texas by a firm while that firm does not have a current certificate of registration.
- (e) A business entity that offers or is engaged in the practice of surveying in Texas and is not registered with the board or has previously been registered with the board and whose registration has expired shall be considered to be in violation of the Act and board rules and will be subject to administrative penalties as set forth in §1071.451 and §1071.452 of the Act and §661.99 of this title (relating to Sanctions and Penalty Matrix).
- (f) The board may revoke a certificate of registration that was obtained in violation of the Act and/or board rules including, but not limited to, fraudulent or misleading information submitted in the application or lack of employee relationship with the designated professional surveyor for the firm.
- (g) If a firm has notified the board that it is no longer offering or performing surveying services to the public, including the absence of a regular, full-time employee who is an active professional surveyor licensed in Texas, the certificate of registration will expire.
- (h) In addition to any other penalty provided in this section, the Board shall have the power to fine, refuse to issue or renew and/or revoke the registration of a business entity where one or more of its officers, directors, partners, members, or managers have been found guilty of any conduct which would constitute a violation of the Board's Act or Rules.

**§661.60. Responsibility to the Board**

- (a) A registrant/licensee/SIT/firm whose registration/license/certification is current or has expired but is renewable under the Texas Professional Land Surveying Practices Act and Board rules, is subject to all provisions of the Act and Board rules. A registrant/licensee/SIT/firm shall respond fully and truthfully to all Board inquiries and furnish all maps, plats, surveys or other information or documentation requested by the Board within 30 days of such registrant's, licensee's, SIT's or firm's receipt of a Board inquiry or request concerning matters under the jurisdiction of the Board. An inquiry or request shall be deemed received on the earlier of:
  - (1) the date actually received as reflected by a delivery receipt from the United States Postal Service or a private courier or
  - (2) two days after the Board request or inquiry is deposited in a postage paid envelope in the United States Mail addressed to the registrant, licensee, SIT or firm at his/her last address reflected on the records of the Board.
- (b) Any registrant, licensee, SIT or firm subject to Board decisions or orders shall fully comply with the final decisions and orders within any time periods which might be specified in such decisions or orders. Failure to timely, fully and truthfully respond to Board inquiries, failure to furnish requested information, or failure to timely and fully comply with Board decisions and orders, shall constitute separate offenses or misconduct subject to such penalties as may be imposed by the Board as provided under the Act.
- (c) The registrant/licensee/SIT/firm is required to cooperate with all investigations of the board, including but not limited to site inspections, records review and allowing interviews with employees regarding compliance with the Act and Rules.

A complete copy of the Act and Rules can be found on the Board's web site, [www.txls.state.tx.us](http://www.txls.state.tx.us).